

Report

Report to:	Lanarkshire Valuation Joint Board
Date of Meeting:	1 June 2020
Report by:	Assessor and Electoral Registration Officer

Subject:	Equality Reporting: Employee Information Annual Report April 2020
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1. Purpose of Report

1.1. The purpose of the report is to:-

Present to members of the Joint Board, the Equality Report: Employee Information Annual Report 2020 for Lanarkshire Valuation Joint Board (LVJB), which is attached.

2. Recommendation(s)

2.1. The Board is asked to approve the following recommendation(s):-

(1) that the content of the report be noted.

3. Background

3.1. In April 2017, LVJB published the Mainstreaming Equalities Report and Equality Outcomes in accordance with Regulation 3 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and 2016 for the period 2017 to 2021 and this is available on the Board's website. A Progress Report, including gender pay gap and occupational segregation information, was published on 30 April 2019 and this is also available on the Board's website

In accordance with section 6 of The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, LVJB, as a listed authority, has a duty to gather and use employee information on the composition of its employees and the recruitment, development and retention of employees. An annual breakdown of the information gathered was included in the mainstreaming report published on 30 April 2017 and the Annual Equalities Employee Information report published on 30 April 2018. The 2019 Progress Report included the annual employee information.

4. Employee Implications

4.1. None.

5. Financial Implications

5.1. None.

6. Other Implications

6.1. There are no implications for risk or sustainability in terms of the information contained in this report.

7. Equality Impact Assessment and Consultation Arrangements

- 7.1. This report does not introduce a new policy, function or strategy or recommend a change to existing policy, function or strategy and, therefore, no impact assessment is required.

8. Privacy Impact Assessment

- 8.1. Appropriate security measures have been put in place to protect any personal and sensitive personal information disclosed by employees to enable equality monitoring and reporting.

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Assessor and Electoral Registration Officer

14 May 2020

Previous References

Report to Board 3 June 2019 meeting entitled Equality Reporting: Mainstreaming Equalities Report and Annual Equality Outcomes 2017 to 2021 Progress Report 2019 "Items for Noting".

Report to Board 4 June 2018 meeting entitled Equality Reporting: Employee Information Annual Report 2018 "Items for Noting".

Report to Board 26 June 2017 meeting entitled Equality Reporting: Mainstreaming Equalities Report and Equality Outcomes 2017 to 2021 "Items for Noting".

Report to Board 1 June 2016 meeting entitled Equality Reporting: Employee Information Annual Report 2016 "Items for Noting".

List of Background Papers

LVJB's Equality Report: Employee Information Annual Report 2020

LVJB's Mainstreaming Equalities Report Equality Outcomes 2017-2021 Progress and Annual Equalities Report April 2019.

LVJB's Employee Information Annual Report 2018.

LVJB's Mainstreaming Equalities Report & Equality Outcomes Report 2017 to 2021.

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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Lanarkshire Valuation Joint Board

Equality Reporting

Employee Information Annual Report

April 2020

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LVJB's policy on equal opportunities sets out its responsibilities and commitments with regard to promoting equality and diversity and combating discrimination. It covers LVJB's role both as an employer and service provider.

We are committed to ensuring that employment opportunities are accessible and receptive to the values and the diversity of needs within the community. We shall aim to prevent - as well as eliminate - any form of discrimination that occurs in the workplace and ensure that all employees receive the appropriate training and development.

The Annual Report provides, for each protected characteristic, information on the composition of LVJB's workforce, the recruitment, development and retention of employees and the steps taken to better perform the equality duty.

The protected characteristics are:

- age,
- disability,
- gender,
- gender reassignment,
- marriage and civil partnership (eliminating unlawful discrimination in employment),
- pregnancy and maternity,
- race,
- religion and belief,
- sexual orientation.

The report covers the period April 2019 to 31 March 2020.

Gary Bennett
Assessor and Electoral Registration Officer

2. Our Core Purpose and Vision

Core Purpose

To prepare, maintain and update an accurate Valuation Roll, Valuation List (Council Tax) & Electoral Register having regard to statutory requirements.

Vision

Our vision is to deliver quality in the work which we undertake, provide efficient services to all service users, and ensure completeness and accuracy of the Electoral Register, Valuation Rolls and the Valuation (Council Tax) Lists.

In order that we fulfil our Core Purpose and achieve our Vision we will: -

- Ensure that our services are delivered in accordance with all statutory requirements.
- Plan service development and delivery in accordance with the principles of efficient government and continuous improvement.
- Undertake customer care surveys to assist us in improving our service delivery.
- Recognise our employees as both stakeholders and our most important asset.
- Take individual and collective responsibility for the services provided by LVJB.
- Encourage innovation and recognise achievement within the organisation.
- Monitor and report performance levels to stakeholders.
- Integrate Equalities issues into all aspects of our service provision.
- Build on our achievements to date.

3. About Lanarkshire Valuation Joint Board (LVJB)

Lanarkshire Valuation Joint Board was established as part of the 1996 reorganisation of local government in terms of The Valuation Joint Boards (Scotland) Order 1995 and is vested with the functions of the valuation authorities of North and South Lanarkshire Councils. With the agreement of the two Councils, the Board also has responsibility for the Electoral Registration function for Lanarkshire.

The Board comprises of 16 members who are appointed by the constituent Councils with each Council nominating 8 members.

Who We Are and What We Do

Detailed information is available on our website www.lanarkshire-vjb.gov.uk under site map, downloads, LVJB information “Who We Are”.

4. Our Equal Opportunities Policy and Strategy

LVJB's policy on equal opportunities sets out its responsibilities and commitments with regard to promoting equality and diversity and combating discrimination. It covers LVJB's role both as an employer and service provider.

The policy's objectives contain the following broad commitment:

'We are committed to achieving equal opportunities in all our activities and responsibilities. This means ensuring that services, facilities and employment opportunities are accessible and receptive to the values and the diversity of needs within the community.

In meeting this commitment, we shall aim to prevent - as well as eliminate - any form of discrimination that occurs in the workplace and in service delivery. We also aim to provide good quality services which users (and potential users) can access freely without prejudice, discrimination and / or harassment.

'Equal Opportunities' means the prevention, elimination or regulation of discrimination between persons on the grounds of sex or marital status, or racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions such as religious beliefs or political opinions'.

Summary of Policy Objectives

Legal Requirements

We will comply with legal requirements and look to other relevant documentation such as codes of practice and good practice guidelines.

We will comply with the Equality Act 2010 general duty of public authorities to pay due regard to the need to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations across the range of protected characteristics: Age, Disability, Gender, Gender Reassignment, Marriage and Civil partnership, Pregnancy and Maternity, Race, Religion or Belief and Sexual Orientation. We will comply with the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 and the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016.

Best Value

We will incorporate equality matters into Best Value strategies that comprise three main aspects: Sound Governance, Performance Measuring and Monitoring and Continuous Improvement.

Policy and Procedures

We will integrate equality considerations into all mainstream Joint Board activities, at both policy and procedural levels, to avoid the marginalisation of equal opportunities.

Employment

We will aim to ensure that the workplace is free from any discrimination or harassment, and all incidents of discrimination or harassment will be tackled promptly. To assist in achieving this aim, equal opportunity standards will be integrated into employee Job Profiles as core elements of job competency.

Service Accessibility

We will assess the extent to which public services are accessible, including the assessment of premises, facilities and methods of providing information. Appropriate remedial actions will be taken, wherever practical, to make services accessible.

Contractors

We will encourage contractors and suppliers of goods and services to adhere to this Policy.

Monitoring

We will develop a variety of means to assess the effectiveness of Equal Opportunities Policy in practice; this will include monitoring of "double discrimination," for example, where discrimination occurs on more than one ground. All equal opportunities information which is monitored will be reported to LVJB's management team.

Communications and Publicity

We will ensure that all Joint Board communications promote images that reflect the full diversity of cultural needs and aspirations of North and South Lanarkshire communities. We shall also promote both staff and public awareness of Equal Opportunities issues through participation in publicity campaigns and the production of a range of publicity/information materials.

Employee Development

We will ensure that all employees receive appropriate equal opportunities training; such training will be incorporated into a broad range of training methods, as well as both general and specific training courses. Equal Opportunity Training has been built into the induction process.

Complaints

We will deal timeously with all complaints concerning equal opportunities and ensure that such complaints are addressed; complaints will be regularly monitored by number, type and outcome.

Policy Review

We will review the Equal Opportunities Policy on a regular basis. This review will assess how effectively the objectives of Policy are being implemented into practice.

5. Our Equality Duties

The general and specific equalities duties which underpin this report are summarised below. The intention of the outcomes we have developed is to ensure fairness across all of the protected characteristics of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

The Public Sector Equality Duty

The Equality Act 2010

- Section 149 of the Equality Act 2010 (the public sector equality duty-known as the general equality duty).
- The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

The Equality Act replaces the previous public sector equality duties, the Race Equality Duty introduced in 2002, the Disability Equality Duty (2006) and the Gender Equality Duty (2007).

Public Sector Equality Duty (General Equality Duty)

The public sector general equality duty came into force on 5 April 2011. In summary, those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The terminology ***Foster good relations*** means to tackle prejudice/promote understanding.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012

The purpose of the specific duties is to help those local authorities listed in the Regulations in their performance of the general equality duty.

Lanarkshire Valuation Joint Board is required to produce and deliver a set of equality outcomes to comply with the Public Sector Equality Duty under Section 149 of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

Specific Duties (Scotland)

- Report on mainstreaming the equality duty.
- Publish equality outcomes and report progress.
- Assess and review policies and practices.
- Consider award criteria and conditions in relation to public procurement.
- Publish in a manner that is accessible.

The Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2016

Lanarkshire Valuation Joint Board is required to report on gender pay gap (every 2 years) and publish an equal pay statement (every 4 years) as the threshold has been reduced to public sector organisations with over 20 employees from the previous 150 employees. This information was last published in April 2019 and April 2017 and is available on our website www.lanarkshire-vjb.gov.uk.

Specific Employment Duty

- Gather and use employee information.
- Publish gender pay gap information.
- Publish statements on equal pay.

Monitoring under the Employment Duty is undertaken by LVJB however as LVJB has less than 80 employees it will not publish all of this information as there may be a risk that individuals could be identified by the data.

6. What have we done so far in Employment?

Employment

- Put in place non-discriminatory recruitment practices.
- Committed to the Double Tick ✓✓ standard of guaranteeing interviews to those that consider themselves disabled if their skills meet the essential criteria of a job.
- Provided all newly recruited employees with a comprehensive induction programme clearly defining the terms and conditions under which they are being employed and making them aware of their rights and responsibilities under the Equality and Diversity Policy.
- Incorporated equality and diversity issues as part of core learning and development programmes, which LVJB employees at all levels have access to.
- Implemented a “Dignity at Work Policy”, which was developed in conjunction with SLC and the trade unions.
- Incorporated equality and diversity considerations into SLC’s “Employee Code of Conduct” as adopted by LVJB.
- Implemented family friendly policies allowing employees to help achieve a work life balance.
- Ensured that there are effective support mechanisms in place for disabled employees in LVJB and take account of disability related illnesses when dealing with maximising absence.
- Encourage attendance by LVJB employees to the employee networks of: Disability Matters, Ethnicity Matters, Caring Matters and LGBT Matters.
- Implemented a “Flexible Retirement Policy” which gives employees, who wish to ease into retirement, the option to apply for flexible retirement at any time from age 60.

7. Equal Pay

Equal Pay Statement (Gender, Race and Disability)

A listed authority is required to publish its statement on equal pay, which must specify its policy on equal pay as regards women and men; people who are disabled and those who are not; and people who fall into a minority racial group and those who do not. It is also required to publish information on occupational segregation, which is the concentration in particular grades and in particular occupations of women and men; people who are disabled and those who are not; and people who fall into a minority racial group and those who do not.

We published our equal pay statement and pay gap information in April 2017. A copy is available on our website under www.lanarkshire-vjb.gov.uk/downloads/30/equality. Pay gap information was published again in April 2019.

Job Evaluation

The Equality Act 2010 defines a job evaluation scheme as a study undertaken to evaluate the jobs being done “in terms of the demands made on a person by reference to factors such as effort, skill and decision making”.

LVJB adopted South Lanarkshire Council’s Competence Initiative Grading Scheme which includes a job evaluation undertaken by trained evaluators which involves making assessments about the relative nature and content of the jobs. This factor evaluation of jobs is used to determine the rate of the job and published for employees to view on the SLC intranet site.

LVJB job grades operate on the basis of broad bands. Where an employee is placed within the grade depends on the employee’s personal competence assessed using the Performance and Development Review process.

Job families

LVJB has job families which are broad groupings of posts that are related either by similarity of tasks performed or transferability of knowledge and skills from one occupation to another. By using job families, the posts link into the Competence Initiative process whereby career progression can be identified within and out-with the broad band.

Job families will identify career paths, promotion opportunities, career enhancement opportunities and new opportunities for development.

Performance and Development Review (PDR) Process

The annual and six-monthly interim PDR process facilitate communication between the employee and their line manager, allowing for discussion of performance, assessment of competence, training requirements and career development. The process also provides managers with a framework to follow when setting individual key work objectives and the link to job families ensures they have agreed competencies for managing team and individual performance.

Progression Guidelines

The LVJB grades operate within broad bands, for example grade 1 has 4 levels each reflecting difference in tasks undertaken. Following job evaluation which determines the grade for the job, individual placing within the grade is dependent upon the employee's personal competence, tasks undertaken and business need.

Living Wage

LVJB over the last five years has implemented measures to ensure relevant employees have benefited from the Living Wage. In 2019 the minimum hourly rate was increased to £9.32.

8. Employee Information

LVJB gathers and uses information on the composition of its workforce, recruitment, development and retention of employees to better perform the general equality duty.

In October 2012 an employee verification exercise to capture relevant monitoring information across all the protected characteristics was carried out.

The information is used to ensure that LVJB has fair and open recruitment practices, that employees are given fair access to learning and development and promotion opportunities.

9. Workforce Profile as at 1 April 2020 by Age, Disability, Gender, Ethnic Group is detailed in the tables below.

a) Percentage of Employees by Age Band as at 1 April 2020

Age Band	Percentage
Under 21	2.94%
21-29	13.23%
30-39	20.60%
40-49	22.05%
50-59	35.30%
60-65	5.88%
over 65	0.00%
Total	100.00%

b) Percentage of Employees by Age Band and Grade as at 1 April 2020

Age Band	1	2	3	4	5	CO	Total
under 21	2.94%	0.00%	0.00%	0.00%	0.00%	0.00%	2.94%
21-29	1.47%	11.76%	0.00%	0.00%	0.00%	0.00%	13.23%
30-39	10.31%	8.82%	1.47%	0.00%	0.00%	0.00%	20.60%
40-49	4.41%	8.82%	2.94%	4.41%	1.47%	0.00%	22.05%
50-59	5.90%	8.82%	7.35%	7.35%	4.41%	1.47%	35.30%
60-65	0.00%	0.00%	4.41%	1.47%	0.00%	0.00%	5.88%
over 65	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total	25.03%	38.22%	16.17%	13.23%	5.88%	1.47%	100.00%

c) Percentage of Employees by Gender as at 1 April 2020

Gender	Percentage
Female	60.29%
Male	39.71%
Total	100.00%

d) Percentage of Employees by Grade and Gender as at 1 April 2020

Grade	Female	Male
Grade 1	14.71%	10.31%
Grade 2	29.41%	8.82%
Grade 3	10.29%	5.88%
Grade 4	5.88%	7.35%
Grade 5	0.00%	5.88%
CO	0.00%	1.47%
Total	60.29%	39.71%

Disability and ethnic group are excluded due to the number of employees being less than 100 and the possibility of identifying any individual's sensitive personal data.

e) Percentage of Employees by Category as at 1 April 2020

Employee Category	Female	Male
Clerical/Administration	33.82%	5.89%
Valuation	23.53%	25.00%
Management	2.94%	4.41%
Senior Management	0.00%	4.41%
Total	60.29%	39.71%

The percentage of males employed within the clerical/administration category of employees is significantly lower and the percentage of females is marginally lower in the valuation category. LVJB participates in the "Delivering a Fairer Future" initiative by South Lanarkshire Council to encourage recruitment into non-traditional roles for men and women.

f) Percentage of Employees by Ethnic Group (2011 census categories)

Ethnic Group		% all
White	Scottish	82.36%
	Other British	4.41%
	Irish	2.94%
	Other White	0.00%
Mixed or Multiple Ethnic Group	Any Mixed or multiple ethnic groups	0.00%
Asian, Asian Scottish or Asian British	Pakistani, Pakistani Scottish or British	0.00%
	Indian, Indian Scottish or Indian British	0.00%
	Bangladeshi, Bangladeshi Scottish or British	0.00%
	Chinese, Chinese Scottish or British	0.00%
	Other Asian	0.00%
African	African, African Scottish or British or Other	0.00%
Caribbean or Black	Caribbean, Caribbean Scottish or Caribbean British	0.00%
	Black, Black Scottish or Black British	0.00%
	Other Caribbean or Black	0.00%
Other ethnic group	Arab, Arab Scottish or Arab British	0.00%
Not Disclosed	Not Disclosed	10.29%
Total		100.00%

g) Percentage of Employees by Full/Part Time and Age as at 1 April 2020

Age Band	Full Time	Part Time	Total
under 21	1.47%	0.00%	1.47%
21-29	14.71%	0.00%	14.71%
30-39	11.76%	8.83%	20.59%
40-49	20.59%	1.47%	22.06%
50-59	29.41%	5.88%	35.29%
60-65	0.00%	5.88%	5.88%
Over 65	0.00%	0.00%	0.00%
Total	77.94%	22.06%	100.00%

h) Percentage of Employees by Full/Part Time by Gender as at 1 April 2020

Gender	Full Time	Part Time	Total
Female	41.18%	19.11%	60.29%
Male	36.76%	2.95%	39.71%
Total	77.94%	22.06%	100.00%

i) Percentage of Employees by Disability as at 1 April 2020

Disabled	Not Disabled	Not Declared	Total
4.41%	52.94%	42.65%	100.00%

j) Returning to work after pregnancy

For the period April 2019 to 31 March 2020 one female has returned to work from maternity leave.

k) Returning to work of disabled employees after sick leave relating to their disability

Information is not disclosed for data protection purposes. However, disabled employees have been provided with all relevant supports, adaptations and reasonable adjustments to enable their continued employment.

l) Grievance and Disciplinary

Information is not disclosed for data protection purposes. Analysis of grievance and disciplinary does not point to any discriminatory practice.

10. Recruitment, Development and Retention

a) Recruitment and Retention monitoring

Equal Opportunity Monitoring forms are issued to all applicants for vacancies within LVJB. Returns are analysed to identify any areas of disadvantage to those who share a relevant protected characteristic. Voluntary exit interviews are offered to employees leaving LVJB and results analysed.

Recruitment Monitoring: Analysis of Gender, Disability, Ethnicity and Age for the period 1 April 2019 to 31 March 2020

Applicants	Applied	Interviewed	Appointed
Male	50.00%	40.48%	42.86%
Female	49.43%	59.52%	57.14%
Not Disclosed	0.57%	0.00%	0.00%
Total	100.00%	100.00%	100.00%
Disabled	6.82%	26.19%	7.14%
Not Disabled	92.04%	73.81%	92.86%
Not Disclosed	1.14%	0.00%	0.00%
Total	100.00%	100.00%	100.00%
Aged under 50 years	85.51%	71.43%	78.57%
Aged over 50 year	13.92%	28.57%	21.43%
Not Disclosed	0.57%	0.00%	0.00%
Total	100.00%	100.00%	100.00%
Black/Ethnic Minority	2.84%	0.00%	0.00%
White	94.89%	97.62%	92.86%
Not Disclosed	2.27%	2.38%	7.14%
Total	100.00%	100.00%	100.00%
Total Monitoring Forms Completed: Applied/Interviewed/Appointed	352	42	14

The % of applicants is split over each category: 50.00% of the 352 applicants who applied were male and 40.48% of the 42 applicants interviewed were male. 49.43% of the 352 applicants who applied were female and 59.52% of the 42 applicants interviewed were female.

b) Retention Monitoring: Analysis of Exit Interviews by Gender, Disability, Ethnicity and Age for the period 1 April 2019 to 31 March 2020.

Reason for Leaving

Career Development	44.45%
Caring Responsibilities	0.00%
Retirement	22.22%
Further Education	11.11%
Not Disclosed	22.22%
Total	100.00%

Female	77.78%
Male	22.22%
Total	100.00%
Disabled	0.00%
Not Disabled	55.56%
Not Disclosed	44.44%
Total	100.00%
Black/Ethnic Minority	0.00%
White	100.00%
Total	100.00%
Under 21	0.00%
21-29 years	44.45%
30-39 years	0.00%
40-49 years	11.11%
50-59 years	22.22%
60-65 years	11.11%
over 65 years	11.11%
Total	100.00%

c) Access to Training (Development)

Throughout LVJB's Personal Development and Review process all employees are given access to learning and development opportunities.

Monitoring of All Training Courses Attended 1 April 2019 to 31 March 2020

Female	73.78%
Male	26.22%
Total	100.00%
Disabled	0.00%
Not Disclosed	37.40%
Not Disabled	62.60%
Total	100.00%
White-Scottish	69.15%

White-Other	9.90%
Not Disclosed	20.95%
Total	100.00%
Under 21	4.24%
21-29 years	15.81%
30-39 years	26.61%
40-49 years	32.13%
50-59 years	20.44%
60-65 years	0.77%
over 65 years	0.00%
Total	100.00%